

*State of North Dakota
Office of Management & Budget
Risk Management Division*

2008

Training Management System



USER'S GUIDE

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Administrator

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OVERVIEW

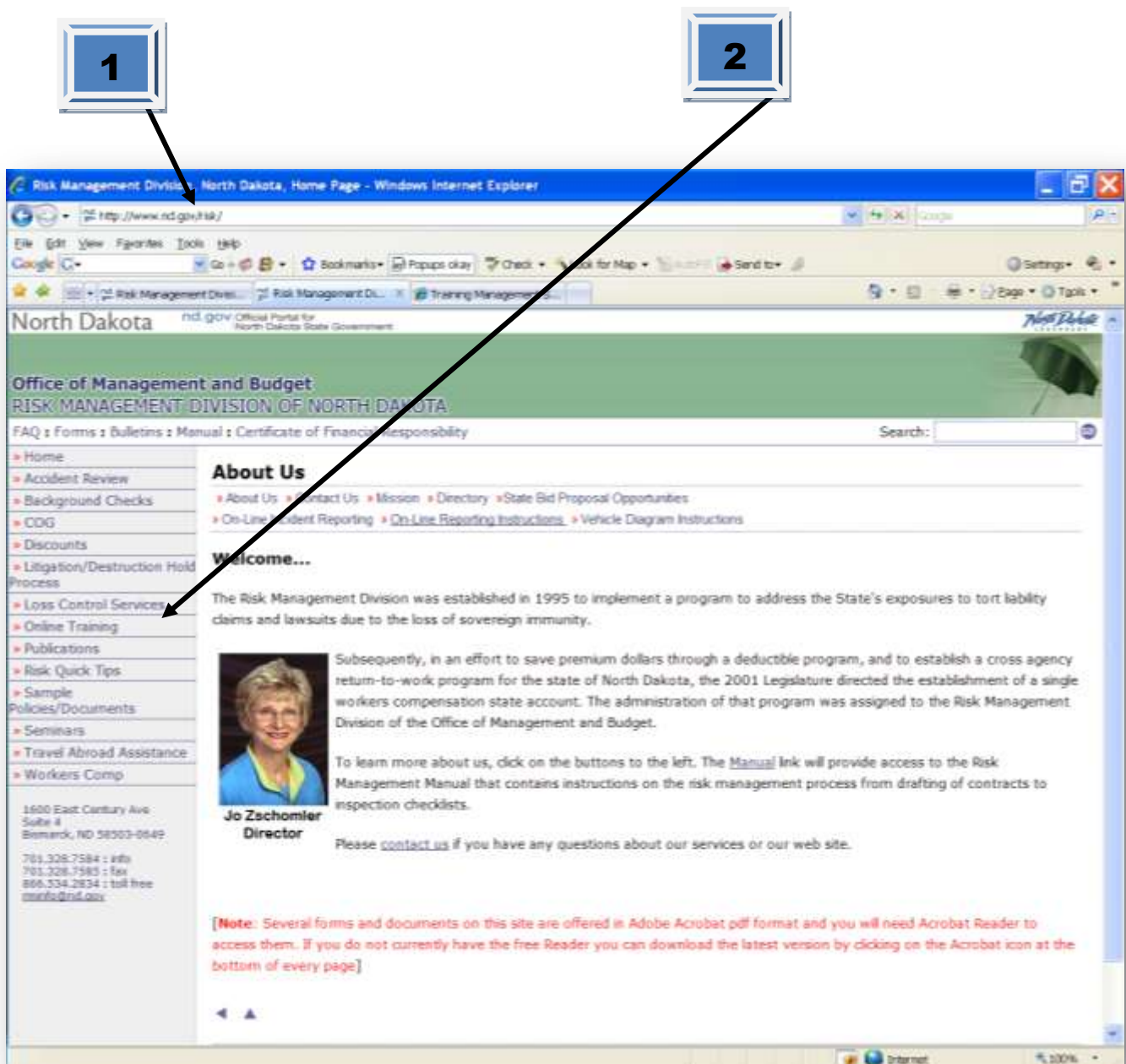
Risk Management's online training management system is a web based training solution for building and delivering education over the intranet to state employees. This system allows pre-selected state entity administrators to assign courses to individuals, departments, or to the entire state entity with just a few clicks of the mouse. An administrator is a person from a state entity who is responsible for the risk management and workers compensation training for their entity. The training management system will provide employees a list of courses that are required as predetermined by their state entity's administrator, as well as allow the user to select courses of their own. The trainee will be notified of the assigned course and course completion date through automatic e-mail. By using a standard web browser each user can deploy online start of selected training courses. Training courses are in a variety of downloadable document types (Power-Point, PDF, Video, Word, etc).

As trainees begin and complete assigned courses, their progress is automatically tracked in a training records database. This will allow the administrator to create and download training detail reports. The database will keep a three year history of completed courses.

The Risk Management Division will create and maintain the training programs and will notify state entity administrators when new training opportunities have been created.

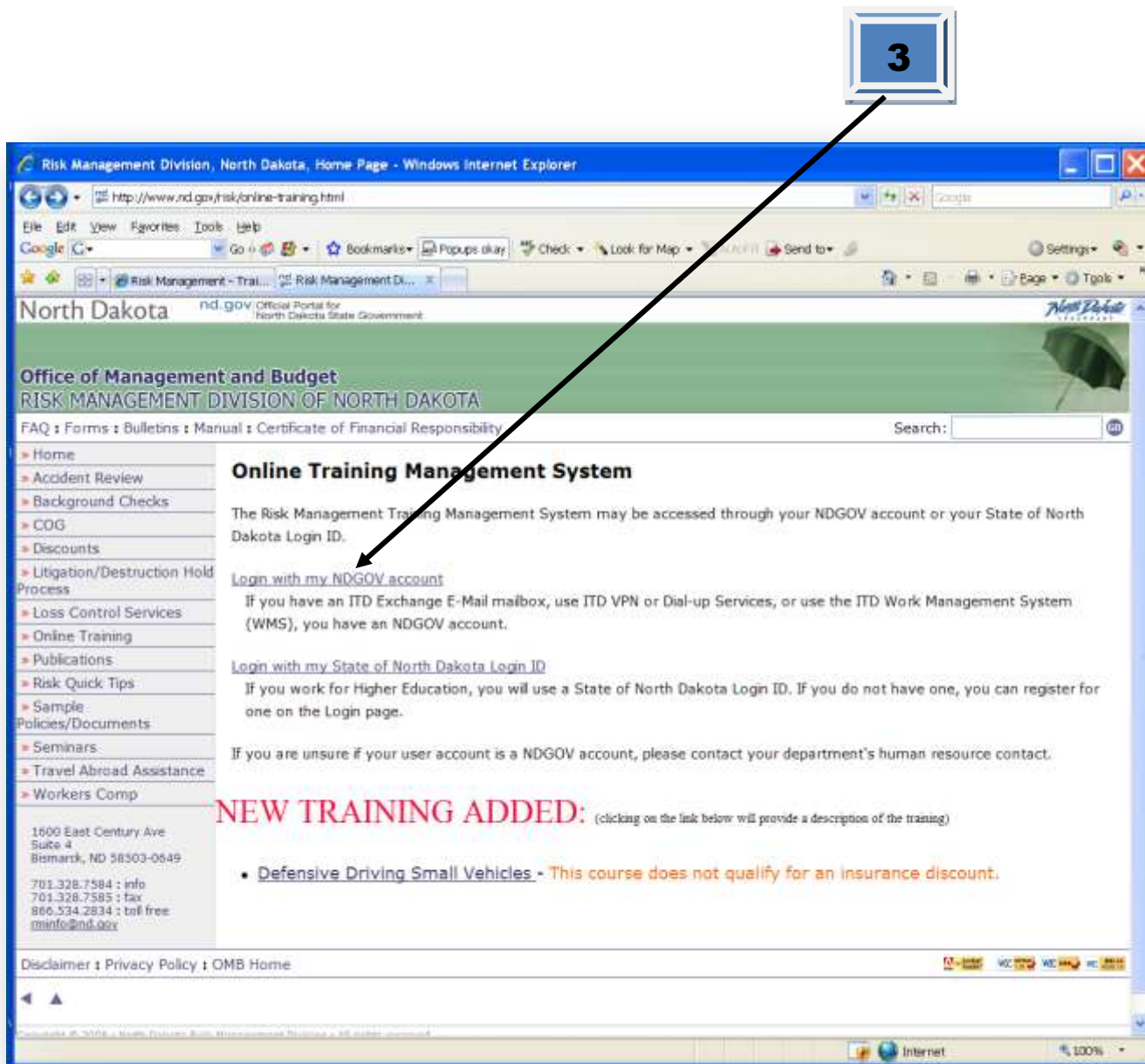
User Instructions

1. To access the online training system, go to the Risk Management Division web site at <http://www.nd.gov/risk/>.
2. Click on Online Training.



3. Click on [Login with my NDGOV account](#). If you do not have an nd.gov account, you can access the system by using your North Dakota Login ID.

University system employees will have to register for a North Dakota Login ID since they do not have nd.gov accounts before they can access the training management system. They will only have to register once.



4. Login using the same Login ID and password that is used to access the state network. An example has been provided.

4

The screenshot shows the 'Training Management System: Risk Management Division: North Dakota State Government' interface in a Windows Internet Explorer browser. The page title is 'Training Management System: Risk Management Division: North Dakota State Government'. The URL is 'https://secure.apps.nd.gov/tmd/train/login.htm'. The page features a header with the North Dakota state logo and the text 'nd.gov Official Portal for North Dakota State Government'. Below the header is a navigation bar with 'Risk Management Division' and 'Training Management System'. The main content area is titled 'Login' and contains the following text: 'You are entering Risk Management Division Online Training Management System.' and a note: 'Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.' Below this is a form titled 'Enter your Login ID and password' with fields for 'Login ID:' and 'Password:', and a 'Login' button. A red oval labeled 'Example' points to a specific instance of this form, which is highlighted with a black border. The example form shows 'Login ID: drwaliser' and 'Password:'. A black arrow points from the number '4' in a blue box to the login form area.

North Dakota
nd.gov Official Portal for
North Dakota State Government

Risk Management Division
Training Management System

Login

Login

You are entering Risk Management Division Online Training Management System.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your Login ID and password

Login ID:

Password:

Login

W3C: WAI:AA | W3C: CSS | W3C: XHTML

Example

Enter your Login ID and password

Login ID:

Password:

Login

5. The trainee will be notified of the assigned course(s) and course completion date through automatic e-mail. The trainee can also Login and view any assigned courses. Training courses are in a variety of downloadable document types (Powerpoint, PDF, Video, Word etc.)
6. To open the course click on [Take Course](#).
7. The trainee can also select courses of their own by clicking on **Additional Courses**.

The 'Have A Seat: Putting Ergonomics To Work' course has been assigned to you. To take this course follow the link below.

<http://www.nd.gov/risk/online-training.html>

E-mail

The screenshot shows the 'My Courses' page of the North Dakota Training Management System. Callout 5 points to the 'Assigned' section header. Callout 6 points to the 'Take Course' link in the 'Assigned' table. Callout 7 points to the 'Additional Courses' button.

Assigned

Course Name	Date Assigned	Required Completion	Date Last Trained	Action
Transitional Work	05/14/2008	05/15/2008		Take Course

Completed

Courses will remain on the Completed list for 3 years.

Course Name	Date Assigned	Date Completed	Training Due Date
Suicide Prevention Training	09/20/2006	09/20/2006	
Principles of Office Ergonomics	05/09/2007	05/17/2007	06/01/2007
Defensive Driving Small Vehicles	12/05/2007	12/14/2007	01/03/2008
Bloodborne Pathogens	04/14/2008	04/16/2008	04/30/2008
Stretching Out at Work	04/14/2008	04/16/2008	04/30/2008
Have A Seat: Putting Ergonomics To Work	04/14/2008	04/16/2008	04/30/2008

Additional Courses

Some courses are in Windows Media format and require the Windows Media Player in order to open them. It can be downloaded directly from the [Microsoft.com web site](#).

8. Once the [take course](#) action button has been clicked the course will open. If for some reason the course does not appear, the Pop-up blocker may need to be deactivated. This is done by clicking on the course name.

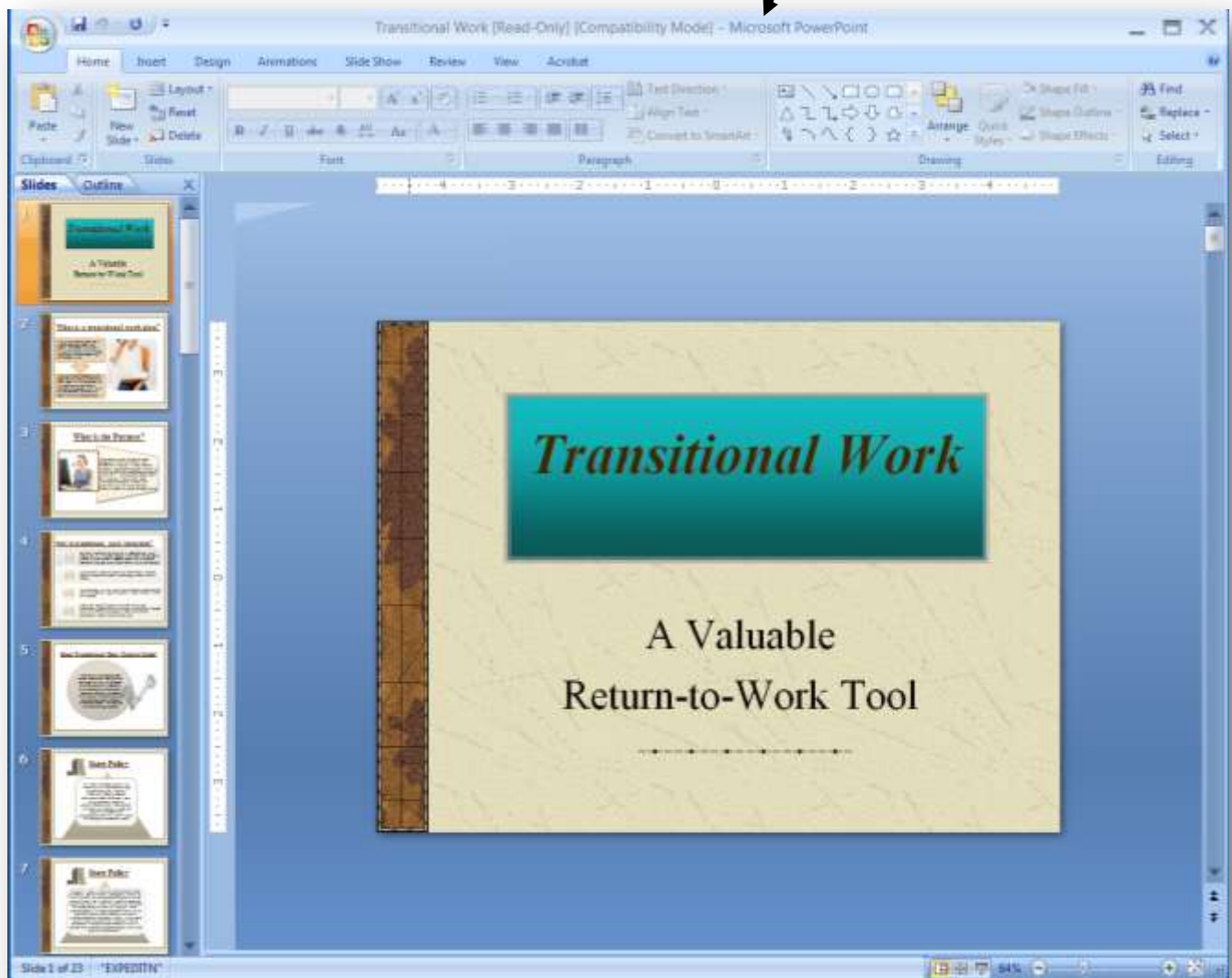
Confirm Course Completion

Type:	Claims Management
Name:	Transitional Work
Description:	A Return-to-work tool that explains the State's Policy on Transitional Duty as well as agencies responsible for the implementation of the Transitional Duty Program. Presentation needs to be viewed as a full screen slide show in order to access the content.
Location:	http://www.nd.gov/risk/OnlineTraining/TransitionalWork.ppt
Date Created:	09/18/2007
Date Last Modified:	10/08/2007

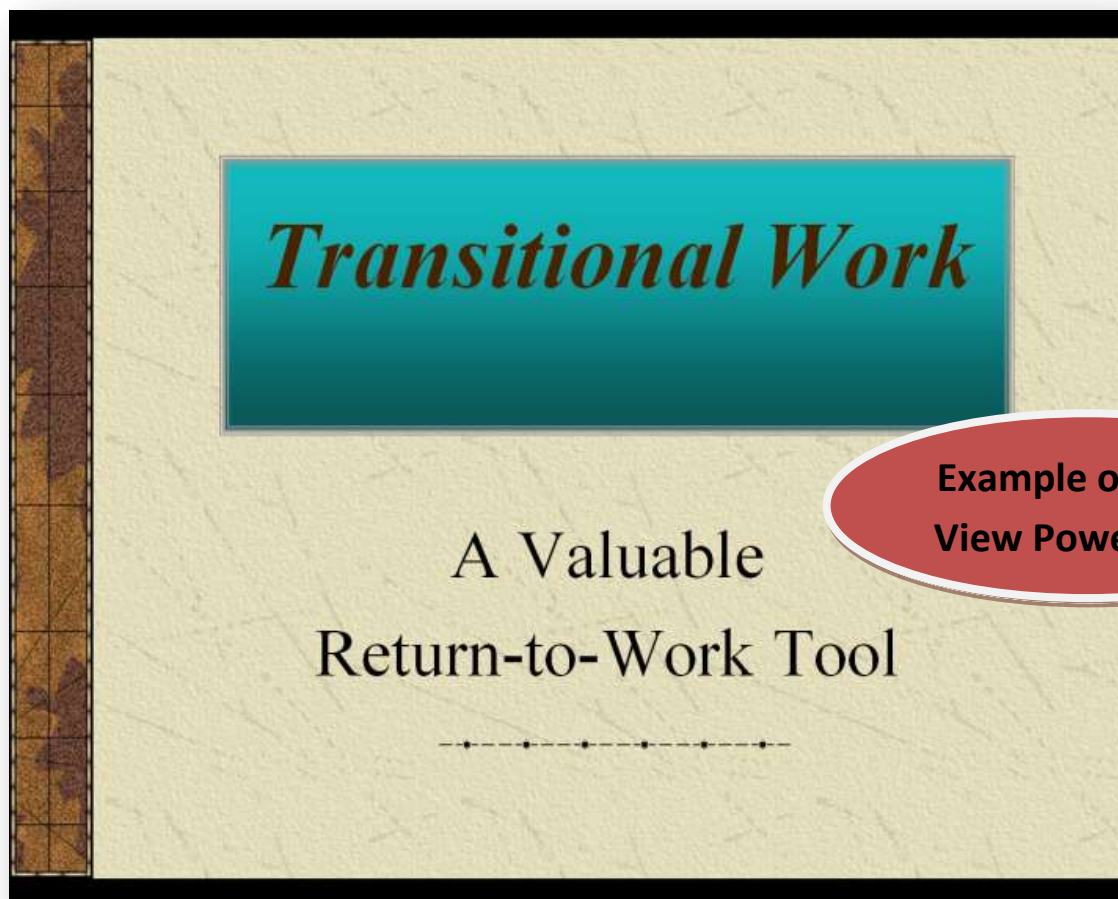
If for some reason the course did not appear please click the course Name above.

☐ *I certify that I have completed this course.

*Required



9. If the trainee is viewing a powerpoint, the presentation should be viewed in Slide Show format. Click on [Slide Show](#). The powerpoint will open in a full screen version. Click with mouse anywhere on the presentation to advance to the next screen.



Example of a Full View PowerPoint

10. The training management system automatically tracks course completion in a training records database which allows the entity administrator to create and download training detail reports.
11. The “Confirm Course Completion” window will open when the trainee clicks on the [take course](#) action button. The window will remain open while the course is being completed.
12. Once the trainee completes the course they must return to the “Confirm Course Completion” window and click on the box that states, [*I certify that I have completed this course](#), Click on the [confirm](#) button.

Training Management System: Risk Management Division: North Dakota State Government - Windows Internet Explorer

https://secure.apps.nd.gov/rmd/train/courses.htm

North Dakota nd.gov Official Portal for North Dakota State Government

Risk Management Division Training Management System

My Courses | Admin

Confirm Course Completion

Type:	Claims Management
Name:	Transitional Work
Description:	A Return-to-work tool that explains the State's Policy on Transitional Duty as well as agencies responsibilities in the implementation of the Transitional Duty Program. Presentation needs to be viewed as a full screen side show in order to access attachments.
Location:	http://www.nd.gov/risk/OnlineTraining/Transitional Work.ppt
Date Created:	09/18/2007
Date Last Modified:	10/08/2007

If for some reason the course did not appear please click the course Name above.

☐ [*I certify that I have completed this course.](#)

[Confirm](#)

*Required

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13. Once the trainee confirms course completion the course is automatically removed from “Assigned “ to “Completed” courses list. Courses will remain on the completed list for 3 years.
14. Some courses are in Window Media format and require the free “Windows Media Player” in order to open the course. It can be downloaded by clicking on [Mircrosoft.com](http://Microsoft.com) web site.

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My Courses

Assigned

Course Name	Date Assigned	Required Completion	Date Last Trained	Action
Transitional Work	05/14/2008	05/15/2008		Take Course

Completed

Courses will remain on the Completed list for 3 years.

Course Name	Date Assigned	Date Completed	Training Due Date
Suicide Prevention Training	09/20/2006	09/20/2006	
Principles of Office Ergonomics	05/09/2007	05/17/2007	06/01/2007
Defensive Driving Small Vehicles	12/05/2007	12/14/2007	01/03/2008
Bloodborne Pathogens	04/14/2008	04/16/2008	04/30/2008
Stretching Out at Work	04/14/2008	04/16/2008	04/30/2008
Have A Seat: Putting Ergonomics To Work	04/14/2008	04/16/2008	04/30/2008

Additional Courses

Some courses are in Windows Media format and require the free Windows Media Player in order to open them. It can be be downloaded directly from the [Microsoft.com web site.](http://Microsoft.com)

14

15. The training management system allows the user to select courses of their own by clicking the **Additional Courses** button.

Training Management System: Risk Management Division: North Dakota State Government - Windows Internet Explorer

https://secure.apps.nd.gov/rmd/train/courses.htm

File Edit View Favorites Tools Help

Google G Go Bookmarks 85 blocked Check AutoLink AutoFill Send to Settings

nd.gov: Official Portal for No... nd.gov: Riskvision TM Training Management Sy...

North Dakota nd.gov Official Portal for North Dakota State Government

Risk Management Division Training Management System

My Courses | [Admin](#) User: Vicki R. Ableidinger | [Log Out](#)

My Courses

Assigned

Course Name	Date Assigned	Required Completion	Date Last Trained	Action
Transitional Work	05/14/2008	05/15/2008		Take Course

Completed

Courses will remain on the Completed list t

Course Name			
Suicide Prevention Training			
Principles of Office Ergonomics			
Defensive Driving Small Vehicles	12/05/2007	12/14/2007	01/03/2008
Bloodborne Pathogens	04/14/2008	04/16/2008	04/30/2008
Stretching Out at Work	04/14/2008	04/16/2008	04/30/2008
Have A Seat: Putting Ergonomics To Work	04/14/2008	04/16/2008	04/30/2008

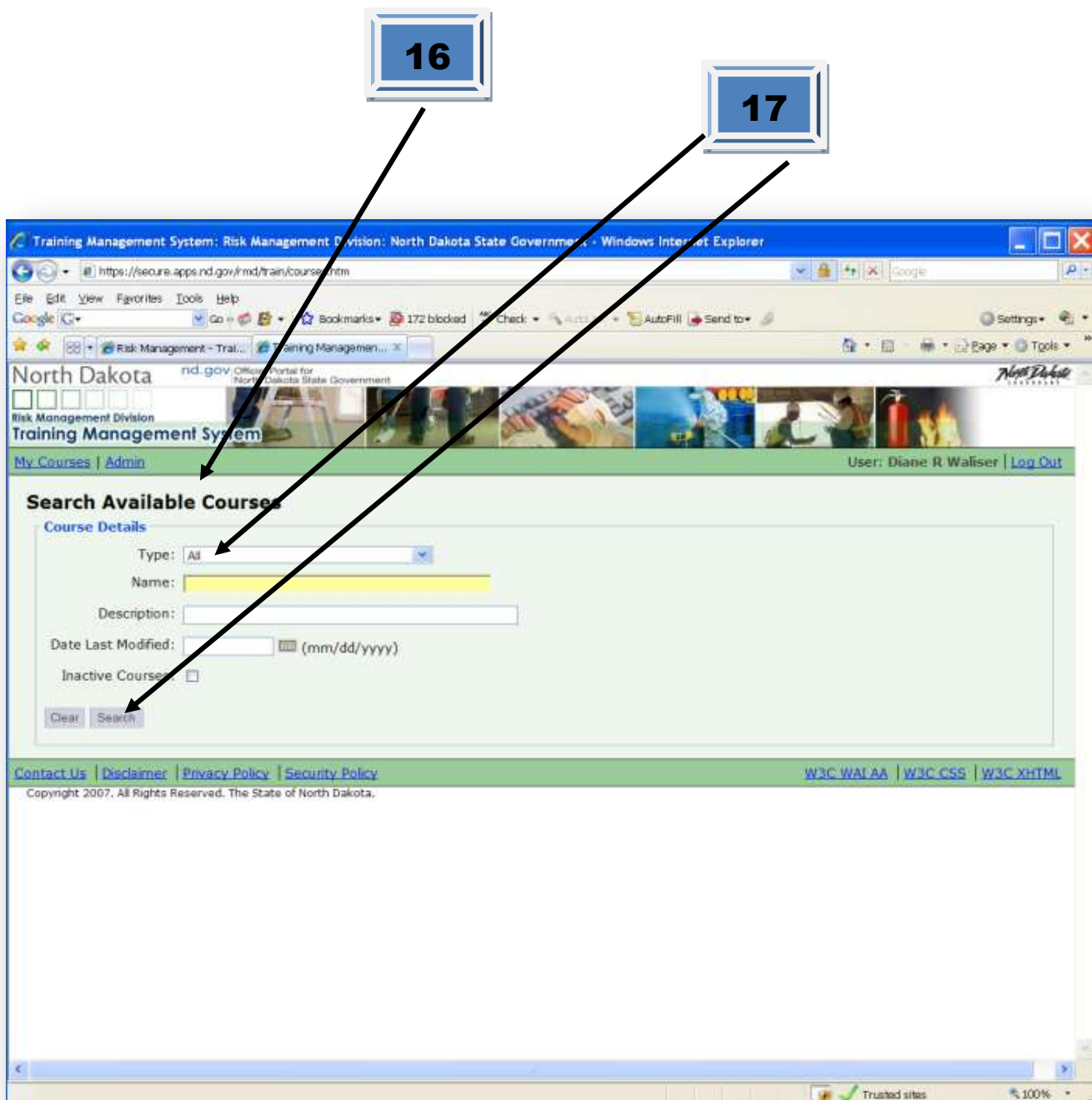
[Additional Courses](#)

Some courses are in Windows Media format and require the free Windows Media Player in order to open them. It can be downloaded directly from the [Microsoft.com web site](#).

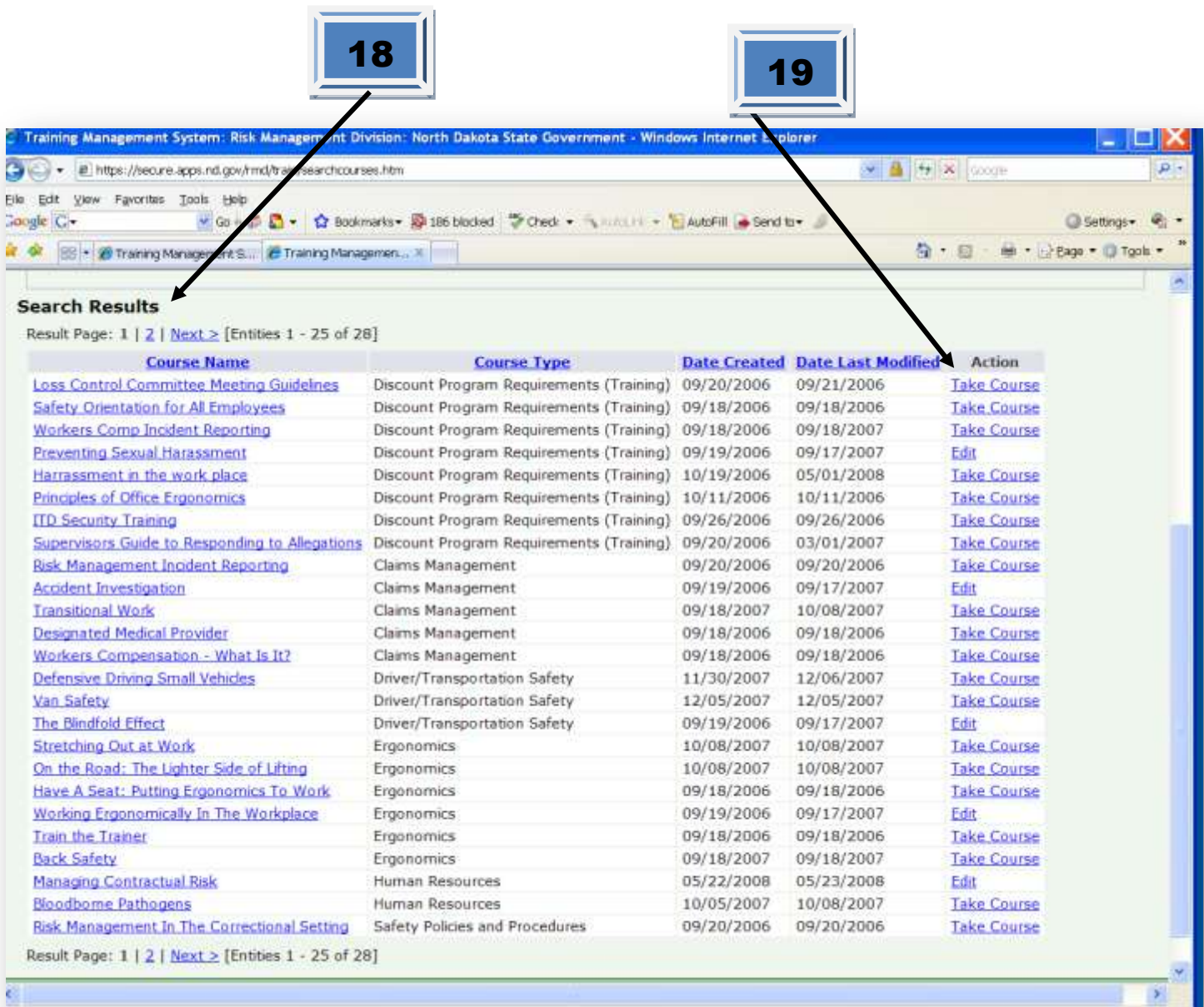
[Contact Us](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) [W3C WAI AA](#) | [W3C CSS](#) | [W3C XHTML](#)

15

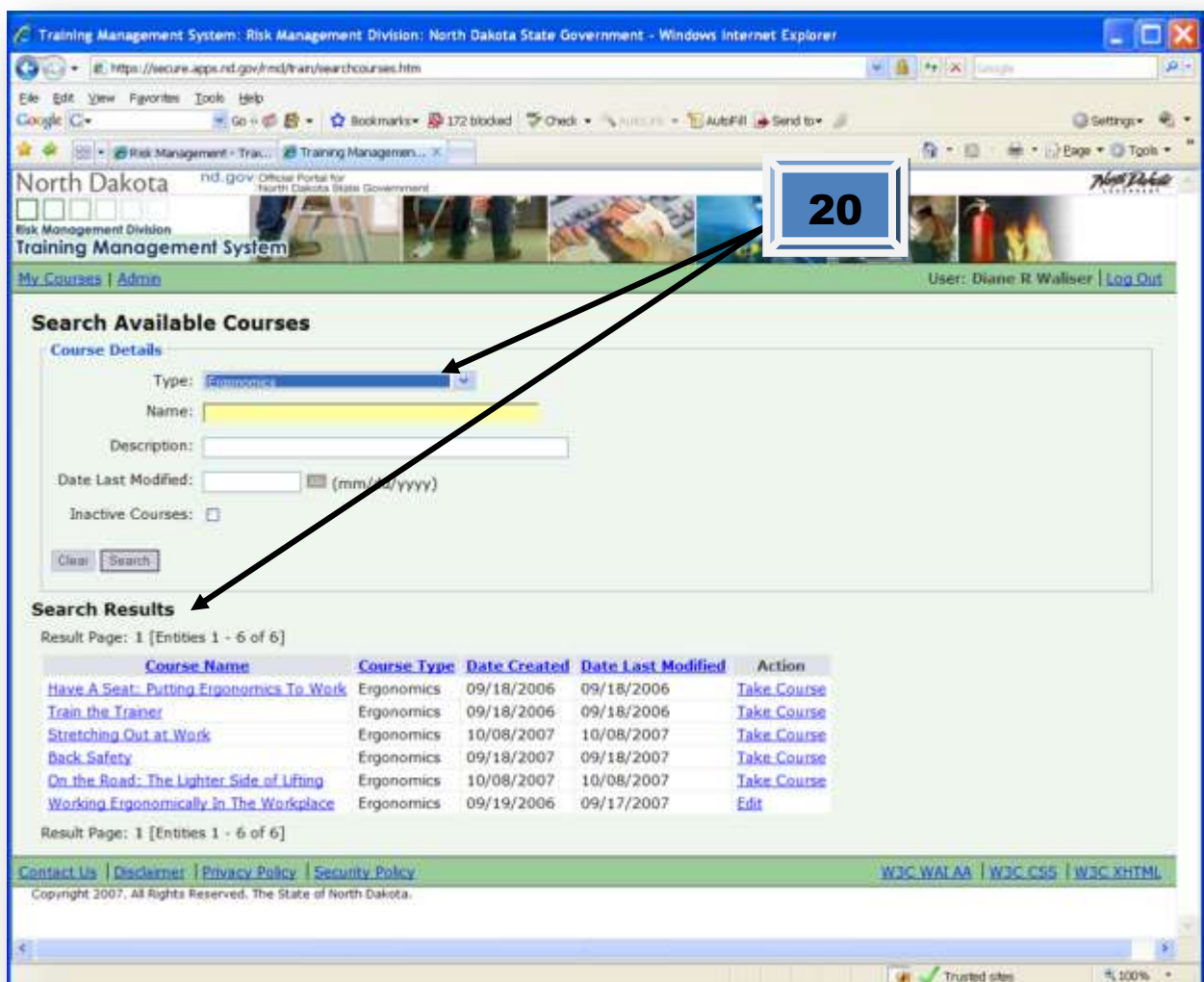
16. Once the user clicks on the **Additional Courses** button the “Search Available Courses” window will appear.
17. The user can search for all available courses online by finding the word “All” in the “Type” drop down box and clicking on the **Search** box.



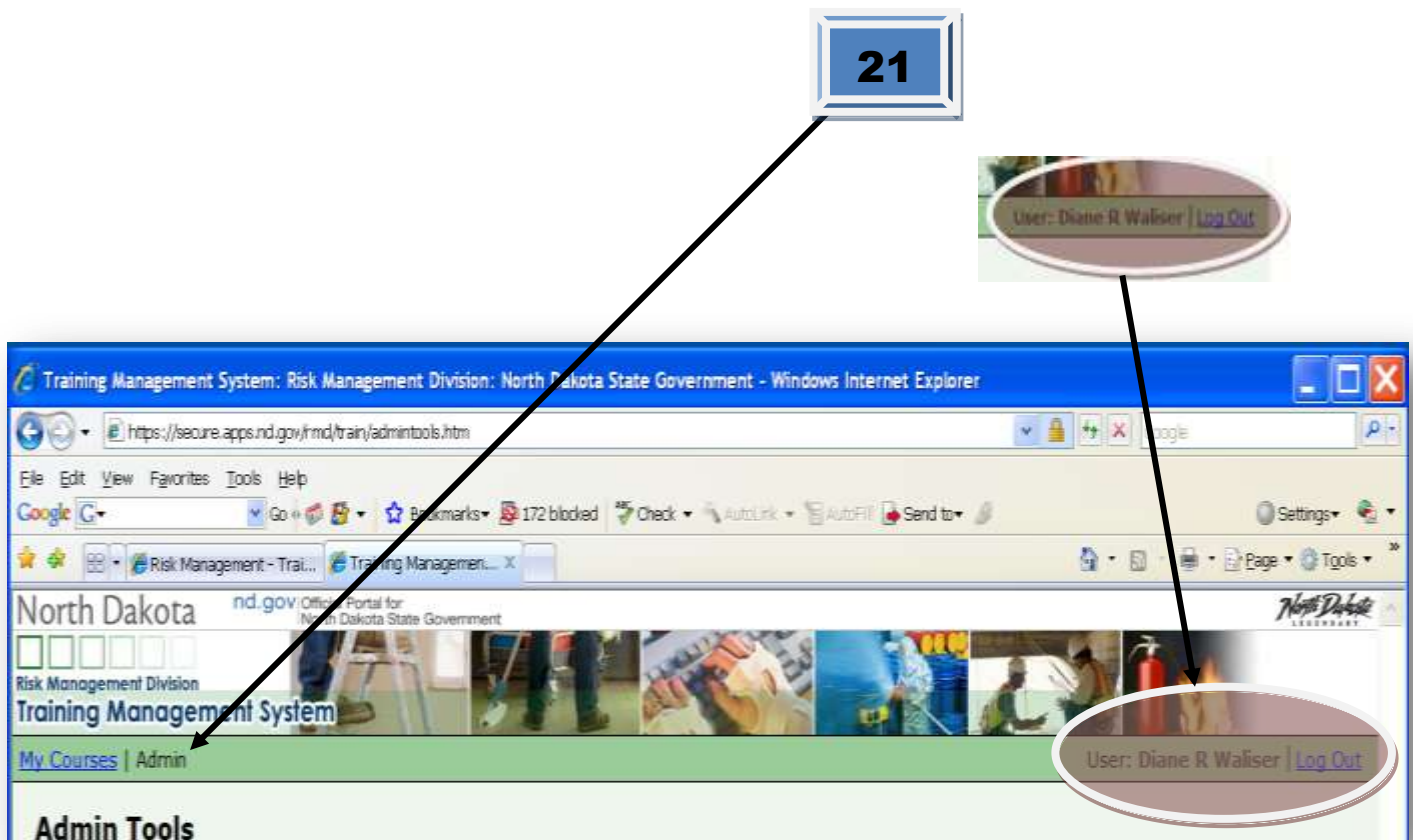
18. Once the user clicks the **Search** button the training management system will search for all available active courses on line.
19. To take the course the user would click on the action button **[Take Course](#)**. The course will open. Once the course is completed and confirmed it will appear on the “Course Completion” window. If completion of the course is not confirmed, the course will appear under “My Courses/Assigned” until completion is confirmed or the course is removed from the assigned course list.



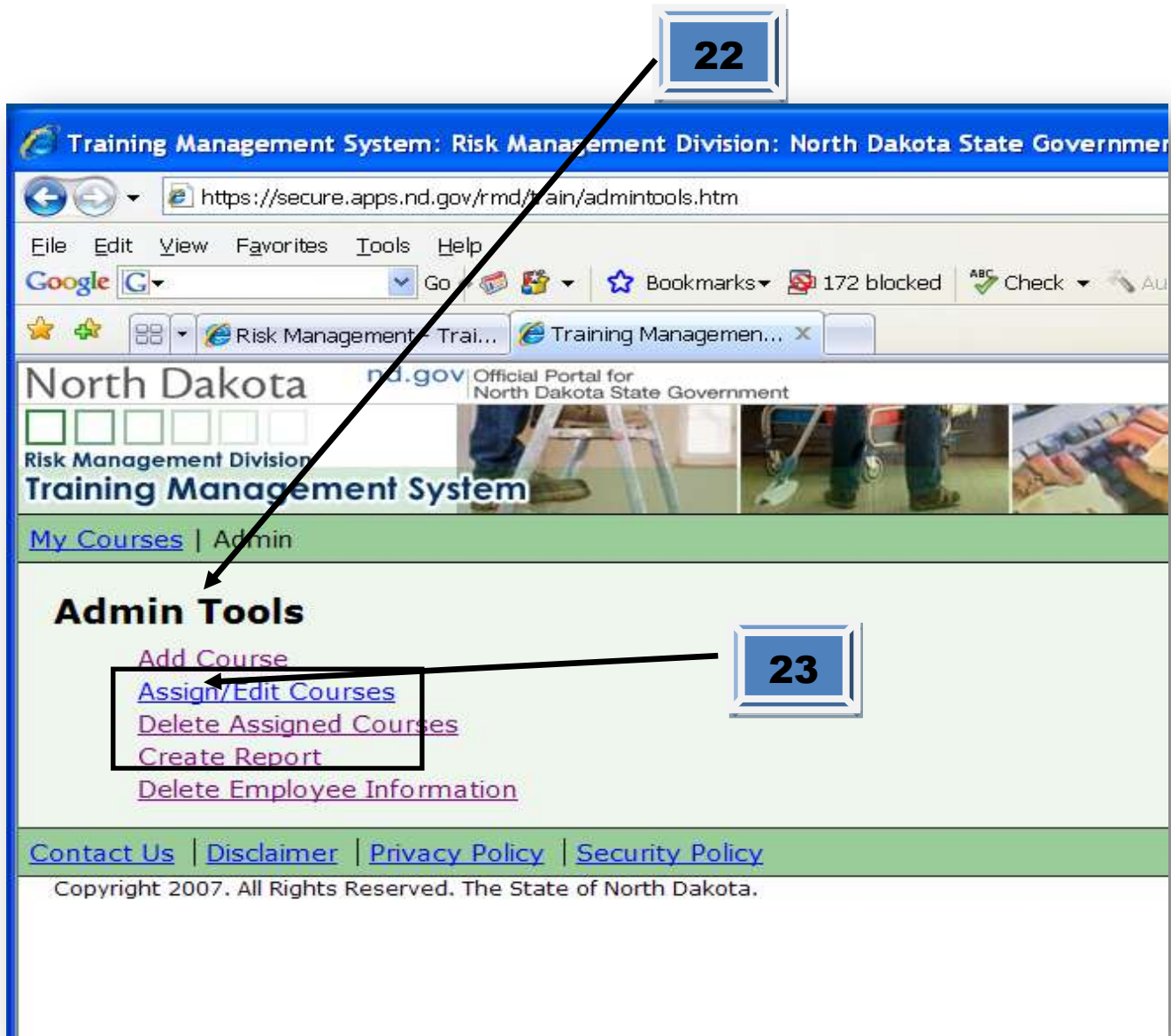
20. The user can also search for course by specific topic. The example below demonstrates a search for all courses related to “Ergonomics”. The dropped down box in the “Type” field was set on “Ergonomics”. After the Search button was clicked the training system searched for all available courses related to ergonomics. These courses were displayed under “Search Results”. The user can also search by the “Name” of course, “Description” of course and the “Date Last Modified”.



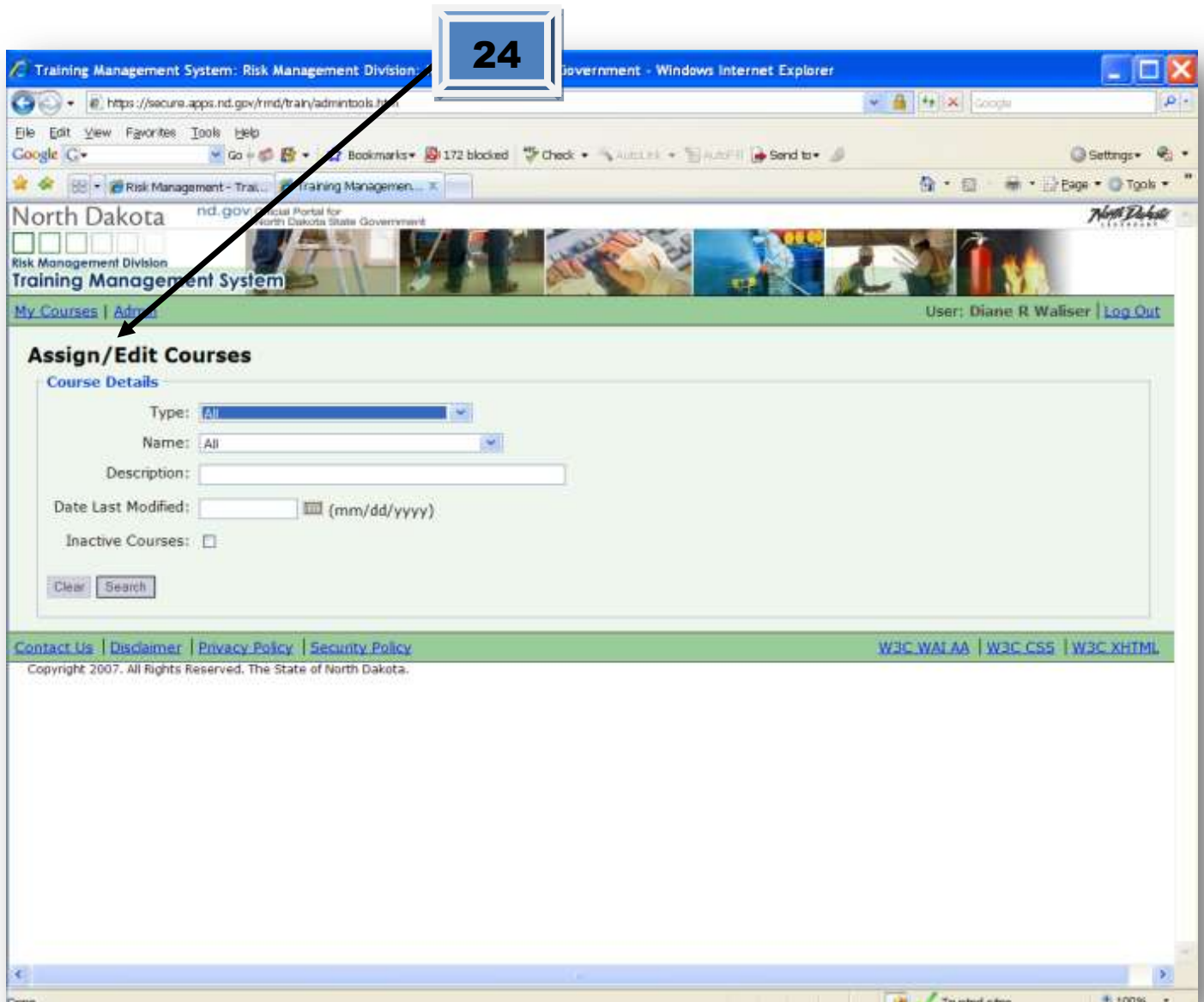
21. The system allows pre-selected agency administrators to assign courses to individuals, departments, or to the entire state entity with just a few clicks of the mouse. An administrator is a person from a state entity who is responsible for the risk management and workers compensation training for their entity. If you have been given administrator authority, you will note that on the same line that displays **User: Name | [Log Out](#)** it will also say, “ [My Course](#) | Admin”. If the word “Admin” is not displayed, you do not have administrative authority. However, you will be able to review and take courses.



22. An administrator, will be able to [Assign Courses](#), [Delete Assigned Courses](#) and [Create a Report](#) by accessing the “Admin Tools” list. You do not have the authority to [Add Courses](#), [Edit Courses](#), or [Delete Employee Information](#). This authority is limited to the System Administrator.
23. To assign a course, an administrator would click on the “[Assign Courses](#)” topic under the “Admin Tools” List.



24. Once the administrator left clicks on the “[Assign Courses](#)” field, the following window will appear. This window allows the administrator to search for the course they wish to assign by “Type”, “Name”, “Description” and “Date Last Modified.”

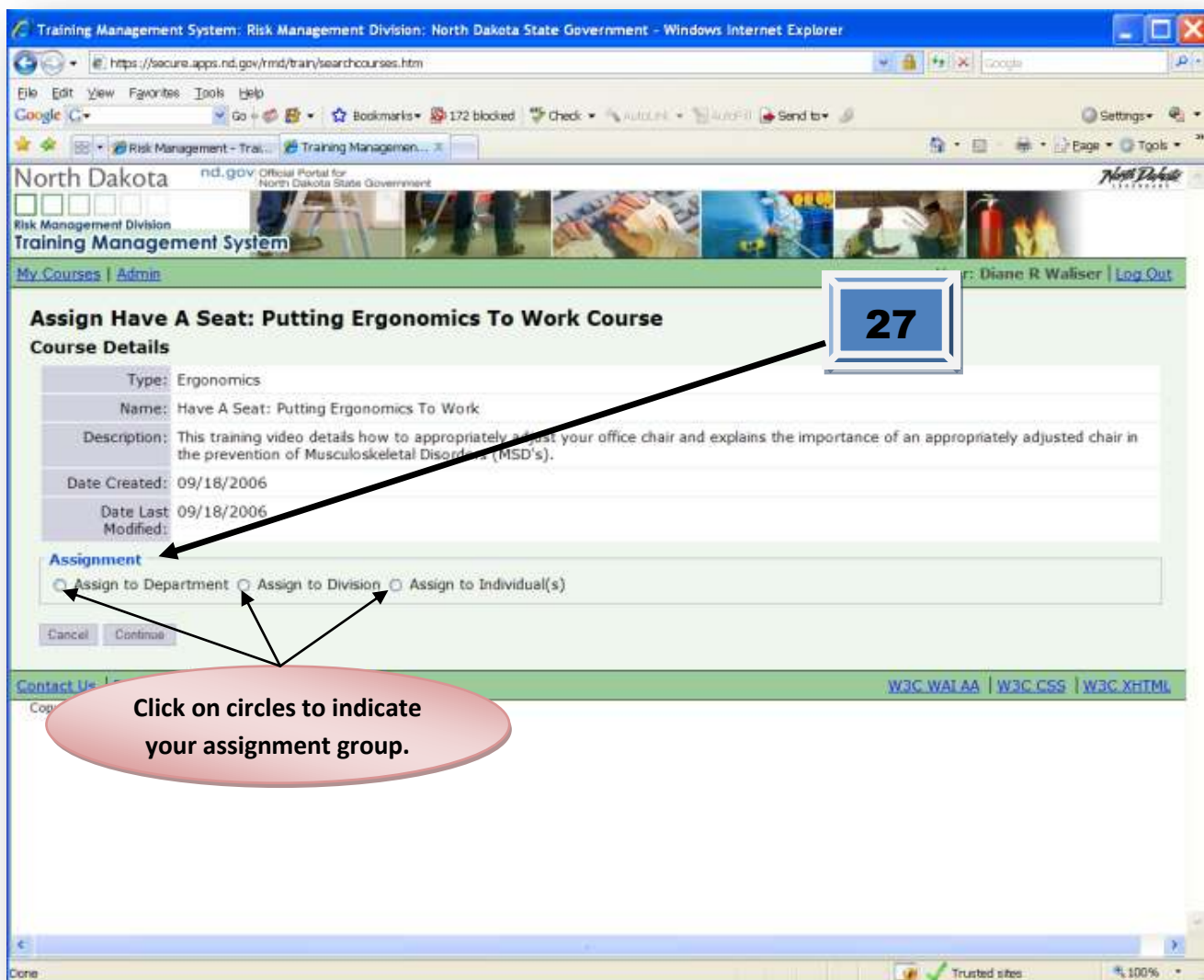


25. The example below demonstrates an administrators search for all courses related to **Ergonomics**. The dropped down box in the “Type” field was set on **Ergonomics**. After **Search** button was clicked the training system searched for all available courses pertaining to **Ergonomics**. These courses were displayed under “Search Results”. The user can also search by the “Name” of course, “Description” of course and the “Date Last Modified”.
26. Once the administrator locates the course under “Search Results” they want to assign, the **Assign** action button on the right is clicked.

The screenshot shows the 'Training Management System: Risk Management Division: North Dakota State Government' interface. The 'Course Details' section has 'Type' set to 'Ergonomics' and 'Name' set to 'All'. The 'Search Results' section displays a table of 6 results. Callout 25 points to the 'Type' dropdown menu. Callout 26 points to the 'Assign' button in the 'Action' column of the first row.

Course Name	Course Type	Date Created	Date Last Modified	Action
Have A Seat: Putting Ergonomics To Work	Ergonomics	09/18/2006	09/18/2006	Assign Edit
Train the Trainer	Ergonomics	09/18/2006	09/18/2006	Assign Edit
Stretching Out at Work	Ergonomics	10/08/2007	10/08/2007	Assign Edit
Back Safety	Ergonomics	09/18/2007	09/18/2007	Assign Edit
On the Road: The Lighter Side of Lifting	Ergonomics	10/08/2007	10/08/2007	Assign Edit
Working Ergonomically In The Workplace	Ergonomics	09/19/2006	09/17/2007	Edit

27. Clicking the assign button will take the administrator to the course assignment window. This feature allows the administrator to do a course assignment to an entire “Department”, “Division” or “Individual” by clicking on the appropriate assignment field.



28. To assign a course to an entire state entity the administrator would click the circle in front of **“Assign to Department”** and click the **Continue** action button.

28

Assignment

☒ Assign to Department ☐ Assign to Division ☐ Assign to Individual(s)

29. The administrator would then locate their **“Department”** in the drop down box, enter a **“Required Completion Date”** and click the **Assign** action button. An email will notify all employees of the indicated state entity courses have been assigned.

Training Management System: Risk Management Division: North Dakota State Government - Windows Internet Explorer

https://secure.apps.nd.gov/rmd/train/assigncourse.htm

North Dakota nd.gov Official Portal for North Dakota State Government

Risk Management Division Training Management System

My Courses | Admin User: Diane R Waliser | Log

Assign Course to Department

Course Details

Type:	Ergonomics
Name:	Have A Seat: Putting Ergonomics To Work
Description:	This training video details how to appropriately adjust your office chair and explains the importance of an appropriately adjusted chair in the prevention of Musculoskeletal Disorders (MSD's).
Date Created:	09/18/2006
Date Last Modified:	09/18/2006
*Department:	Office of Mgmt & Budget
*Required Completion Date:	05/15/2008 (mm/dd/yyyy)

*Required

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29

30. To assign a course to a division within a state entity, the administrator would click the circle in front of **“Assign to Division”** and click the **Continue** action button.
31. The administrator will next be required to **“Select Department”** from the drop down box. Once the appropriate department is entered, click the **Continue** action button.

30

Assignment

☐ Assign to Department ☐ Assign to Division ☐ Assign to Individual(s)

Cancel Continue

31

Select Department

Department:

Cancel Continue

Department:

Office of Mgmt & Budget
Office of Mgmt & Budget
Oilseed Council
Protection and Advocacy
Public Employees Retire System
Public Instruction
Public Service Commission
Radio Communications
School for the Blind
School for the Deaf
Secretary of State
Securities Commissioner
Seed Department
State Auditor
State Fair Association
State Judiciary
State Library
State Potato Council
State Retir & Invest Office
State Tax Commissioner
State Treasurer
State Wheat Commission
Transportation Institute
UND Alumni Assoc & Foundation
University of North Dakota
Valley City State University
Veterans Affairs Department
Veterans' Home
Veterinary Med Exam Bld
Water Commission
Williston Research Center

32. To complete the course assignment, the administrator would select the appropriated “Division” by clicking the box in front of the division the assignment will take place.
33. The administrator would indicate the “Required Completion Date” then click on the **Assign** action button.

Training Management System: Risk Management Division: North Dakota State Government - Windows Internet Explorer

Address: <https://secure.apps.nd.gov/tmd/tran/assigncourse.htm>

Google

File Edit View Favorites Tools Help

Google

Go Bookmarks 191 blocked Check

Training Management System: Risk Management Division

North Dakota nd.gov Official Portal for North Dakota State Government

Risk Management Division Training Management System

My Courses | Admin

User: Diane R Walliser | Log Out

Assign Course to Division

Course Details

Type:	Ergonomics
Name:	Back Safety
Description:	Powerpoint presentation that discusses why back injuries occur and what can be done to prevent back injuries. Presentation needs to be viewed as full screen slide show.
Date Created:	09/18/2007
Date Last Modified:	09/18/2007
Department:	Office of Mgmt & Budget
Division:	Select All Deselect All <input checked="" type="checkbox"/> OMB - Central Services <input type="checkbox"/> OMB - Human Resources <input checked="" type="checkbox"/> OMB - Risk Management <input type="checkbox"/> OMB Facilities Management <input type="checkbox"/> Office of Management & Budget <input type="checkbox"/> Office of Management & Budget <input type="checkbox"/> Wellness Center
*Required Completion Date:	<input type="text"/> (mm/dd/yyyy)

Cancel Assign

*Required

32

33

34. To assign a course to an individual within a state entity, the administrator would click the circle in front of “Assign to Individual” and click the **Continue** action button.
35. The “Add Individual Users” window will appear. By using the drop down boxes, indicate the “Department” and the “Division” of the individual(s) the course is to be assigned. Click the **Search** action button.
36. Under “Search Results”, click on the boxes in front of the name of the individual(s) who the course is to be assigned and click on the **Add** action button.

The screenshot shows the North Dakota Training Management System interface. A red box highlights the 'Assignment' section, which contains three radio buttons: 'Assign to Department', 'Assign to Division', and 'Assign to Individual(s)'. The 'Assign to Individual(s)' option is selected. A callout box labeled '34' points to this option. Below this, the 'Add Individual Users' section is visible. It contains two dropdown menus for 'Department' (set to 'Office of Mgmt & Budget') and 'Division' (set to 'OMB - Risk Management'). Below these are input fields for 'Name: Last' and 'First'. A callout box labeled '35' points to both dropdown menus. Below the 'Add Individual Users' section is the 'Search Results' section. It contains a table with columns: 'Add', 'Name', 'E-Mail', 'Department', and 'Division'. The table lists five individuals. A callout box labeled '36' points to the 'Add' checkbox in the first row of the table. At the bottom of the 'Search Results' section, there are 'Return' and 'Add' buttons. A callout box labeled '36' also points to the 'Add' button.

Assignment

☐ Assign to Department ☐ Assign to Division ☒ Assign to Individual(s)

Add Individual Users

User Details

Department: Office of Mgmt & Budget

Division: OMB - Risk Management

Name: Last First

Search Results

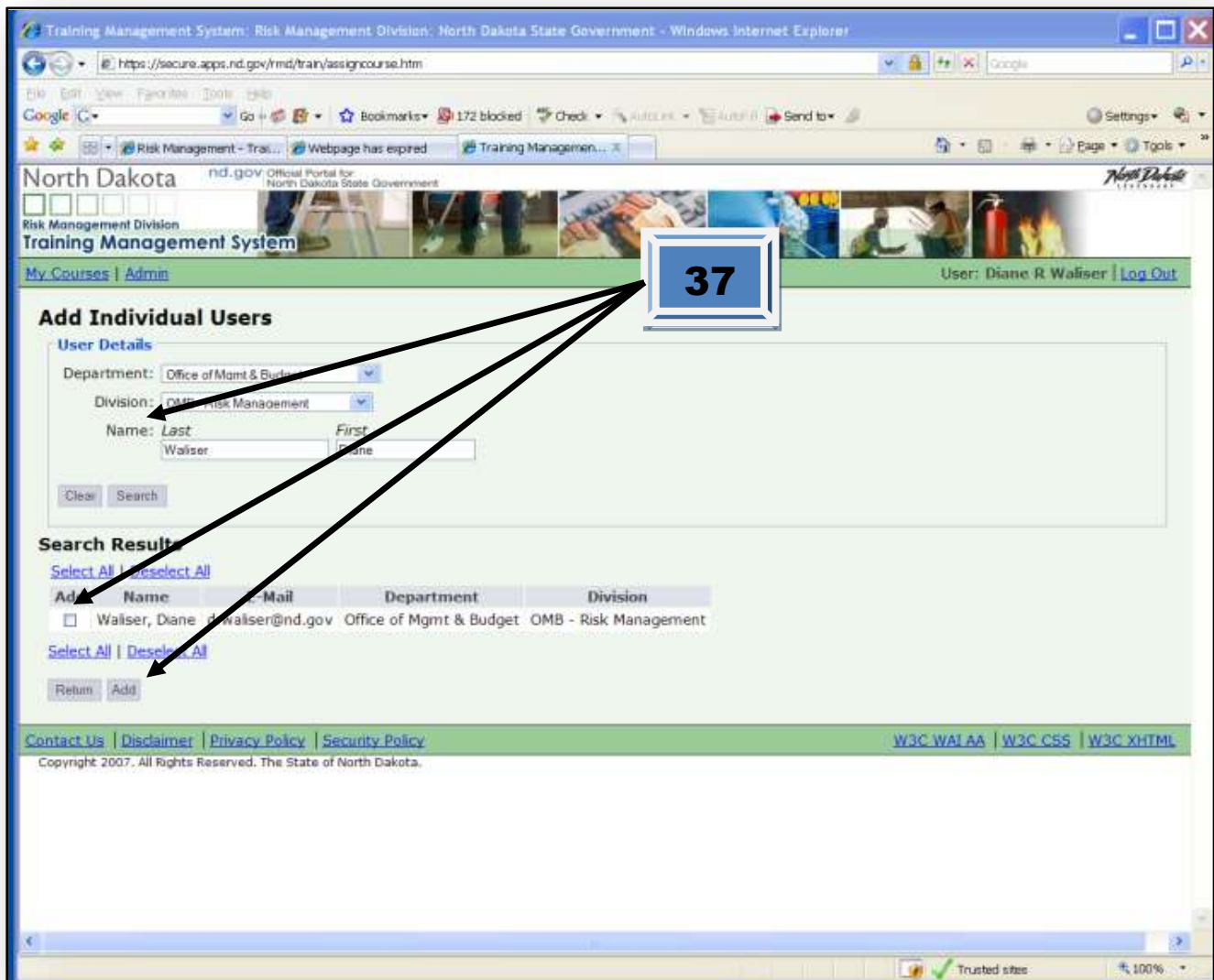
Select All | Deselect All

Add	Name	E-Mail	Department	Division
<input type="checkbox"/>	Ableidinger, Vicki	vableidinger@nd.gov	Office of Mgmt & Budget	OMB - Risk Management
<input type="checkbox"/>	Milas, Terry	tmilas@nd.gov; tmilas@nd.gov	Office of Mgmt & Budget	OMB - Risk Management
<input type="checkbox"/>	Moen, Dawn	dmmoen@nd.gov	Office of Mgmt & Budget	OMB - Risk Management
<input type="checkbox"/>	Waliser, Diane	drwaliser@nd.gov	Office of Mgmt & Budget	OMB - Risk Management
<input type="checkbox"/>	Zschomler, Johanna	jzschomli@nd.gov	Office of Mgmt & Budget	OMB - Risk Management

Select All | Deselect All

Return Add

37. To locate a specific individual the administrator can also enter the “*Last and First*” name of the individual and click the **Search** action button, click the box in front of the individuals name and click the **Add** action button.



38. Once individual users are selected and the **Add** action button has been clicked, the “Assign Course to Individual(s)” window will appear. This page will prompt the administrator to indicate a “Required Completion Date” prior to clicking the **Assign** action button.

The screenshot shows a web browser window titled "Training Management System: Risk Management Division: North Dakota State Government". The address bar shows the URL "https://secure.apps.nd.gov/rmd/train/assigncourse.html". The page header includes the North Dakota logo and "Risk Management Division Training Management System". The user is logged in as "Diane R Waliser".

The main content area is titled "Assign Course to Individual(s)" and contains a "Course Details" section. The details are as follows:

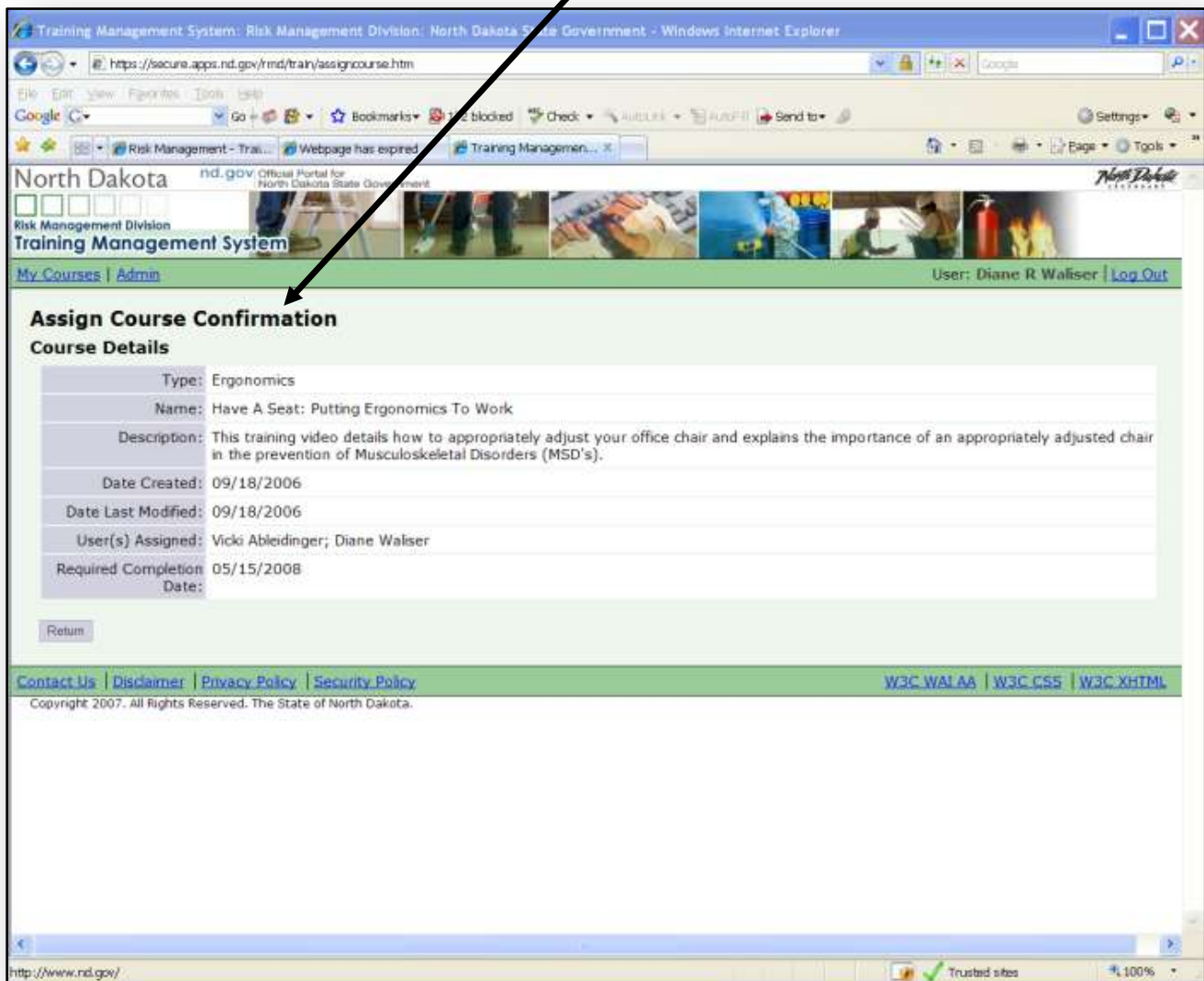
Type:	Ergonomics
Name:	Have A Seat: Putting Ergonomics To Work
Description:	This training video details how to appropriately adjust your office chair and explains the importance of an appropriately adjusted chair in the prevention of Musculoskeletal Disorders (MSD's).
Date Created:	09/18/2006
Date Last Modified:	09/18/2006
User(s) Assigned:	Vicki Ableidinger; Diane Waliser Add User Remove User
*Required Completion Date:	05/15/2008 (mm/dd/yyyy)

At the bottom of the details section are "Cancel" and "Assign" buttons. Below the buttons is a note: "*Required".

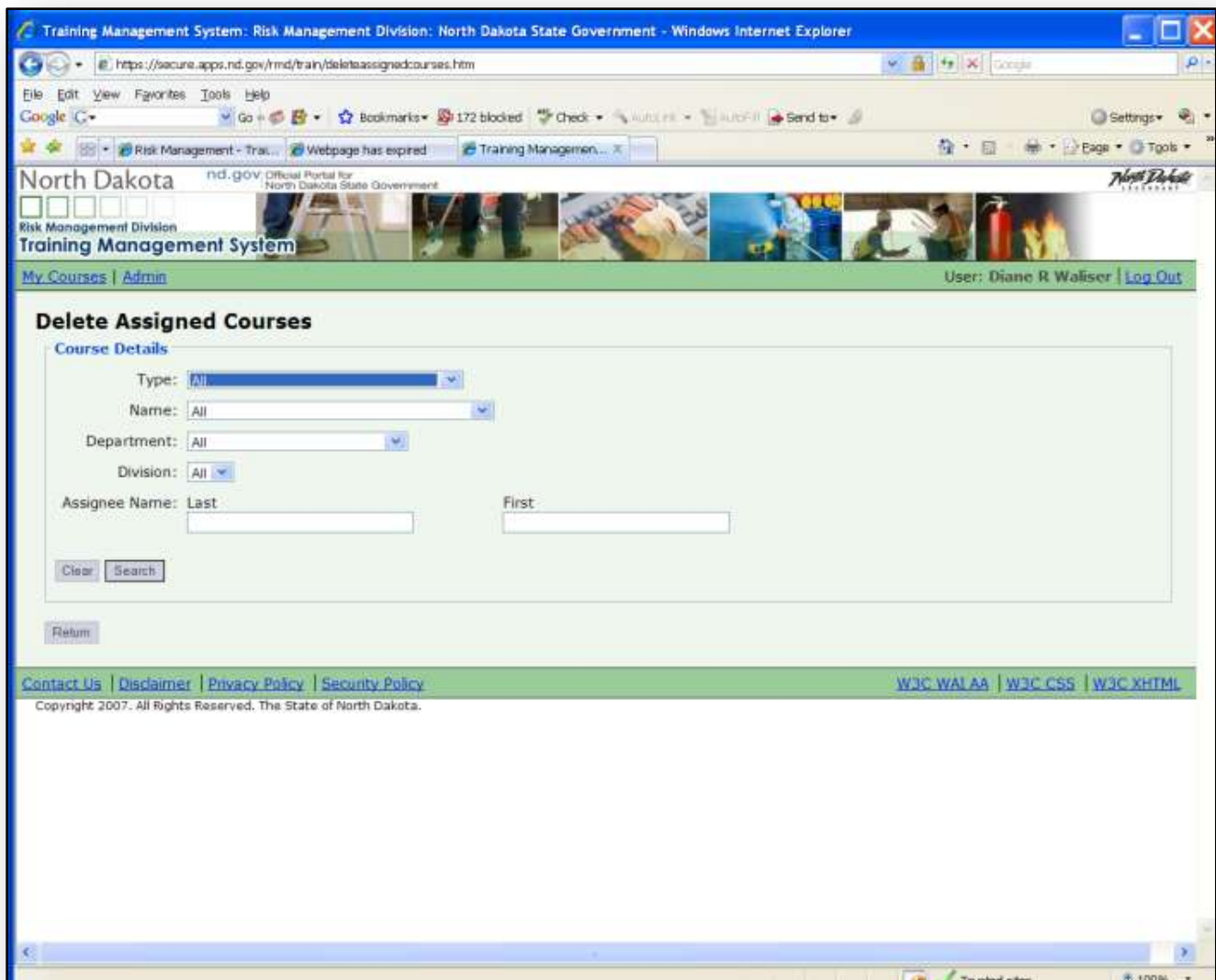
A blue box with the number "38" and an arrow points to the "Add User" link in the "User(s) Assigned" field.

The footer includes links for "Contact Us", "Disclaimer", "Privacy Policy", and "Security Policy", along with a copyright notice: "Copyright 2007. All Rights Reserved. The State of North Dakota." and a status bar showing "Trusted sites" and "100%".

39. The “Assign Course Confirmation” window will appear providing details of the course assignment completed by the administrator.



40. The training management system also offers the option to delete a course that has been assigned. To access this option the administrator would return to “Admin Tools” function by clicking on “Admin” then clicking on the Delete Assigned Courses function.



41. After the “Delete Assigned Courses” window has been accessed, the “Course Details” field will allow the administrator to search for the course to be deleted by “Type”, “Name”, “Department”, “Division” or by the “Assignee Name”. In the example below the course to be deleted was searched by indicating the Department and Division of the individual(s) the courses were assigned.
42. To delete the course the administrator would locate the course that was assigned under the “Search Results” and click on the “Delete” box in front of the name of the person the course was assigned. The administrator would then click the **Delete** action button.

Delete Assigned Courses

Course Details

Type: All
Name: All
Department: Office of Mgmt & Budget
Division: OMB - Risk Management
Assignee Name: Last First

Clear Search

Search Results

Result Page: 1 [Entities 1 - 3 of 3]
[Select All](#) | [Deselect All](#)

Delete	Assigned To	Course Name	Course Type	Date Created	Date Last Modified	Date Assigned	Assigned By
<input type="checkbox"/>	Terry Milas	Defensive Driving Small Vehicles	Driver/Transportation Safety	11/30/2007	12/06/2007	03/10/2008	Terry Milas
<input checked="" type="checkbox"/>	Vicki Ableidinger	Have A Seat: Putting Ergonomics To Work	Ergonomics	09/18/2006	09/18/2006	05/13/2008	Diane Waliser
<input checked="" type="checkbox"/>	Diane Waliser	Have A Seat: Putting Ergonomics To Work	Ergonomics	09/18/2006	09/18/2006	05/13/2008	Diane Waliser

[Select All](#) | [Deselect All](#)
Result Page: 1 [Entities 1 - 3 of 3]
Return Delete

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W3C.WALAA | W3C.CSS | W3C.XHTML

43. The “Delete Course Confirmation” window will appear to let the administrator know which course assignment(s) have been successfully deleted. Once a course has been deleted it will automatically be removed from the “My Courses Assigned” window.

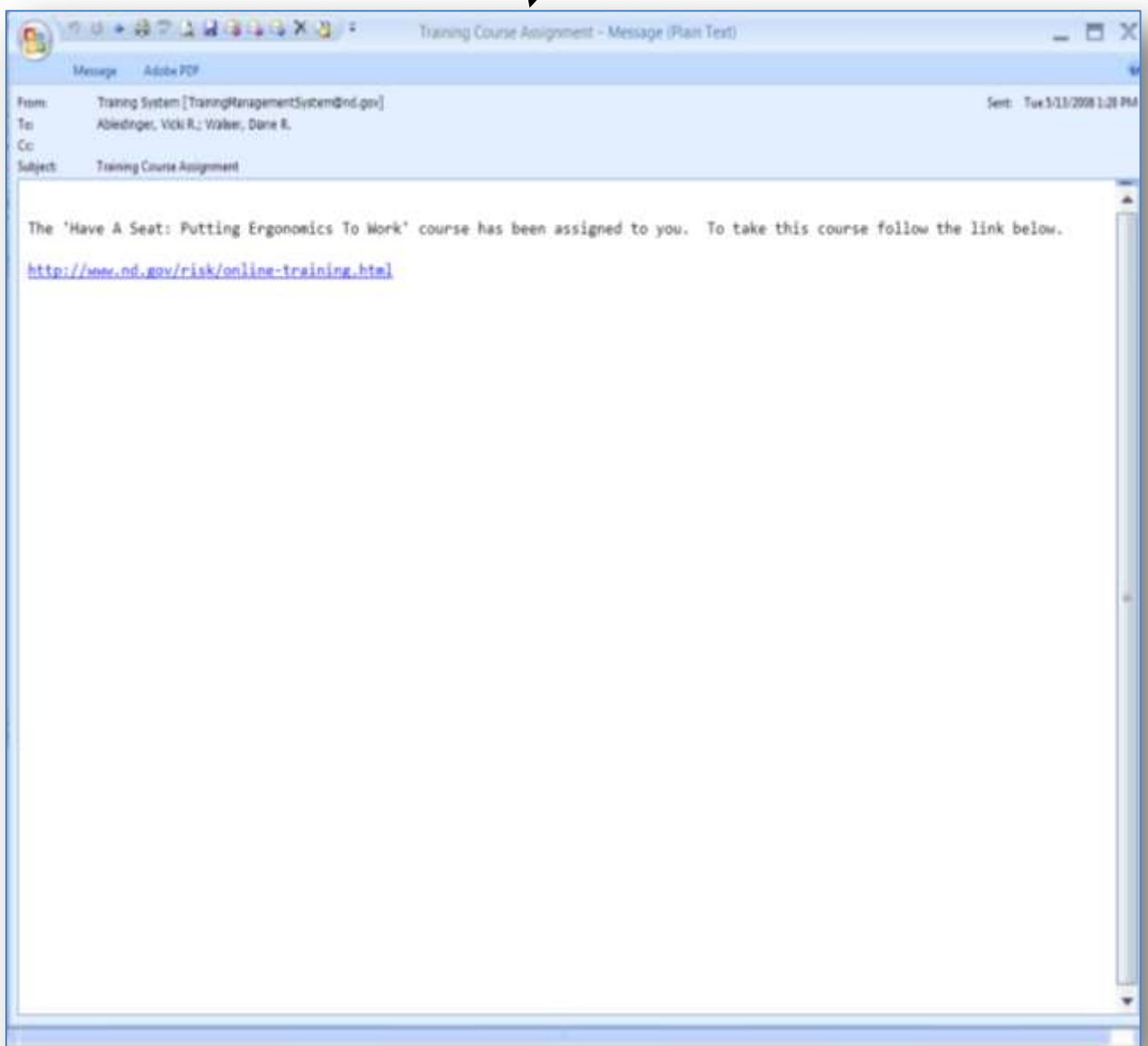
43

The screenshot shows a web browser window titled "Training Management System: Risk Management Division: North Dakota State Government - Windows Internet Explorer". The address bar shows the URL "https://secure.apps.nd.gov/rmd/train/deleteassignedcourses.htm". The page header includes the North Dakota logo and the text "North Dakota nd.gov Official Portal for North Dakota State Government". Below the header, there is a navigation bar with "My Courses" and "Admin" links. The main content area is titled "Delete Course Confirmation" and contains the message "The following course assignments have been successfully deleted." followed by a table. The table has five columns: "Assigned To", "Course Name", "Course Type", "Date Assigned", and "Date Deleted". It lists two course assignments for "Have A Seat: Putting Ergonomics To Work". A "Return" button is located below the table. The footer contains links for "Contact Us", "Disclaimer", "Privacy Policy", and "Security Policy", along with W3C validation links and a copyright notice for 2007.

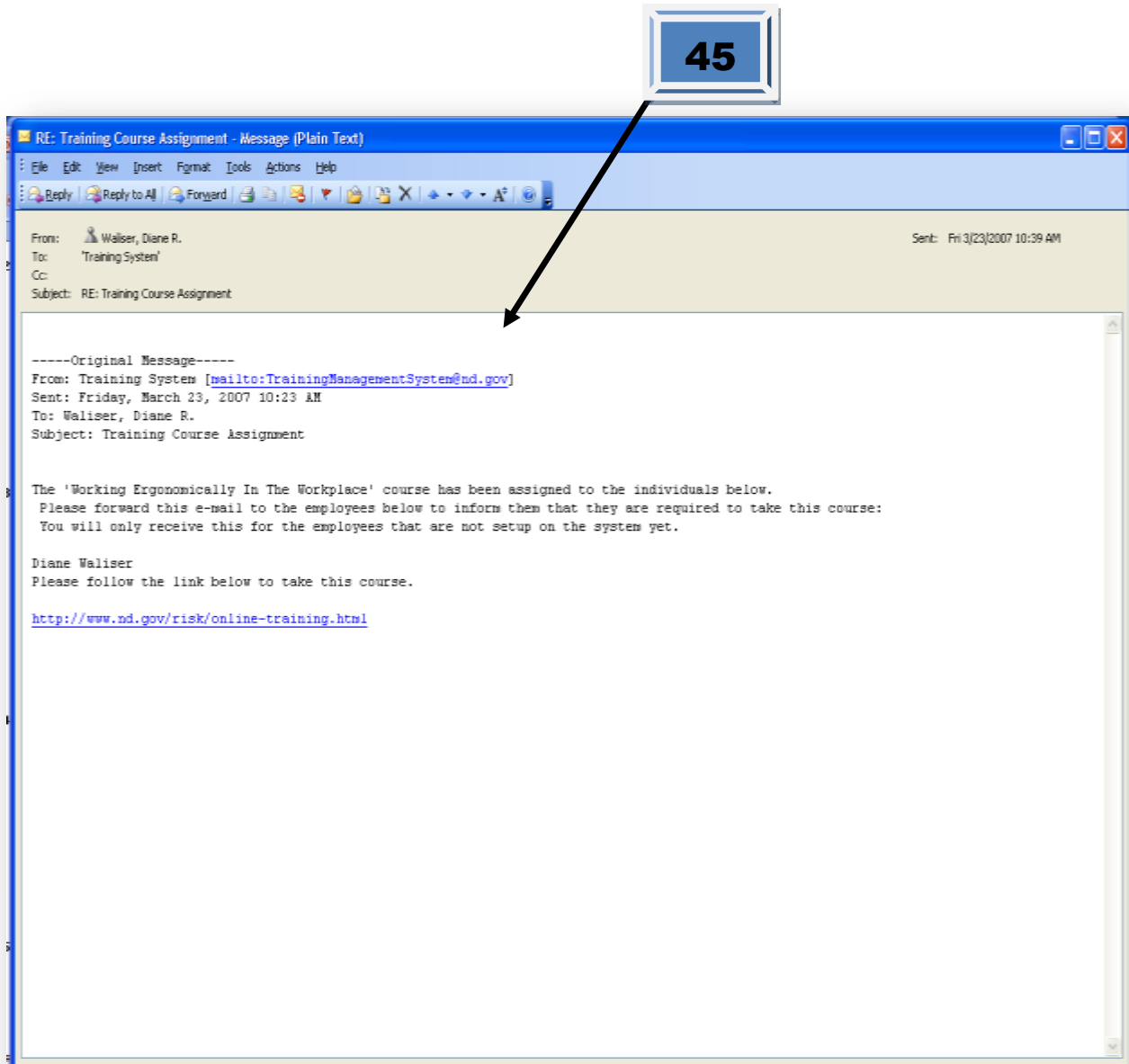
Assigned To	Course Name	Course Type	Date Assigned	Date Deleted
Vicki Ableidinger	Have A Seat: Putting Ergonomics To Work	Ergonomics	05/13/2008	5/13/2008
Diane Waliser	Have A Seat: Putting Ergonomics To Work	Ergonomics	05/13/2008	5/13/2008

44. The individuals the course has been assigned will receive an e-mail from the Training System informing them of the course assignment with the link to access the online training system.

44



45. If the employee does not have a [ND.gov account](#), or the system is unable to locate the employee in the PeopleSoft system, the state entity administrator will receive an email requesting the email be forwarded to the individual(s) listed. This will inform the trainee(s) of the assigned course. The administrator will only receive this email for employees who are not setup on the training management system. Once the employee logs into the system, they will be setup. The administrator will no longer receive this email when future courses are assigned.



46. When employees complete assigned courses, their progress is automatically tracked in a training records database. The database will keep a three year history of completed courses. The training system will automatically add new employees and transfer employee information from one state entity to another. The training system will also delete employees who no longer work for a state entity. To access this option the administrator would return to the “Admin Tools” function by clicking on “[Admin](#)” then clicking on the “[Create Report](#)” function.
47. The “Create Report” window will appear.

The screenshot displays the 'Create Report' window within the Training Management System. A callout box labeled '46' points to the 'Admin Tools' menu in the top right corner, which includes options like 'Add Course', 'Assign/Edit Courses', 'Delete Assigned Courses', 'Create Report', and 'Delete Employee Information'. Another callout box labeled '47' points to the 'Create Report' form itself. The form contains several dropdown menus for 'Course Type', 'Course Name', 'Department', and 'Division', as well as date pickers for 'Date Assigned' and 'Date Completed'. At the bottom of the form are 'Cancel' and 'Create Report' buttons. The footer of the page includes links for 'Contact Us', 'Disclaimer', 'Privacy Policy', and 'Security Policy', along with a copyright notice for 2007.

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Training Management System: Risk Management Division: North Dakota State Government

https://secure.apps.nd.gov/rmd/trainy/createreport.htm

File Edit View Favorites Tools Help

Google G

Go

72 blocked Check

Training Management

North Dakota

nd.gov Official Port North Dakota

Risk Management Division

Training Management System

My Courses | Admin

User: Diane R Waliser | Log Out

Create Report

Report Details

Course Type: All

Course Name: All

Department: Office of Mgmt & Budget

Division: OMB - Risk Management

Employee: A

Date Assigned: From: To: (mm/dd/yyyy)

Date Completed: From: To: (mm/dd/yyyy)

Assigned and Not Completed: ☐

Cancel Create Report

Contact Us | Disclaimer | Privacy Policy | Security Policy

W3C.WALAA | W3C.CSS | W3C.XHTML

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48. The “Create Report” feature allows the administrator to create and download training detail reports from a data base containing up to a three year history of courses completed by employees within their designated state entity. The administrator can create a report using several Report Details: **Department, Division, Employee, Course Type, Course Name, Date Assigned, Date Completed** or by courses **Assigned and Not Completed**.
49. The next two windows demonstrate an adminstrator creating a report that would provide information regarding all courses assigned. The Details entered included: **Course Type, Course Name, Department, Division and Employee**.
50. Once details have been entered , click on the **Create Report** action button to generate the report.

Training Management System

[My Courses](#) | [Admin](#)

Create Report

Report Details

Course Type: All

Course Name: All

Department: Office of Manmt & Budget

Division: OMB - Risk Management

Employee: Mark A. Hedges

Date Assigned: From: To: (mm/dd/yyyy)

Date Completed: From: To: (mm/dd/yyyy)

Assigned and Not Completed: ☐

51. Clicking the **Create Report** action button will bring up a list of courses completed by the employee. The data can be sorted by whatever variables are available.
52. Training records can also be downloaded and printed in Excel format by clicking on [Open /Save with Excel](#).

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Report Results

Employee Name	Agency	Course Name	Assigned Date	Started Date	Training Due Date	Completion Date
Ableidinger, Vicki R	Office of Mgmt & Budget	Suicide Prevention Training	09/20/2006			09/20/2006 11:16:27 AM
Ableidinger, Vicki R	Office of Mgmt & Budget	Bloodborne Pathogens	04/14/2008	04/16/2008 09:33:41 AM	04/30/2008	04/16/2008 09:33:44 AM
Ableidinger, Vicki R	Office of Mgmt & Budget	Stretching Out at Work	04/14/2008	04/16/2008 09:18:27 AM	04/30/2008	04/16/2008 09:31:55 AM
Ableidinger, Vicki R	Office of Mgmt & Budget	Have A Seat: Putting Ergonomics To Work	04/14/2008	04/16/2008 09:33:50 AM	04/30/2008	04/16/2008 09:43:18 AM
Ableidinger, Vicki R	Office of Mgmt & Budget	Principles of Office Ergonomics	05/09/2007	05/17/2007 12:45:51 PM	06/01/2007	05/17/2007 01:08:42 PM
Ableidinger, Vicki R	Office of Mgmt & Budget	Defensive Driving Small Vehicles	12/05/2007	12/14/2007 08:26:26 AM	01/03/2008	12/14/2007 08:26:37 AM

Excel Format

Report Results

Employee Name	Agency	Course Name	Assigned Date	Started Date	Training Due Date	Completion Date
Ableidinger, Vicki R	Office of Mgmt & Budget	Suicide Prevention Training	9/20/2006			9/20/2006 11:16
Ableidinger, Vicki R	Office of Mgmt & Budget	Bloodborne Pathogens	4/14/2008	4/16/2008 9:33	4/30/2008	4/16/2008 9:33
Ableidinger, Vicki R	Office of Mgmt & Budget	Stretching Out at Work	4/14/2008	4/16/2008 9:18	4/30/2008	4/16/2008 9:31
Ableidinger, Vicki R	Office of Mgmt & Budget	Have A Seat: Putting Ergonomics To Work	4/14/2008	4/16/2008 9:33	4/30/2008	4/16/2008 9:43
Ableidinger, Vicki R	Office of Mgmt & Budget	Principles of Office Ergonomics	5/9/2007	5/17/2007 12:45	6/1/2007	5/17/2007 13:08
Ableidinger, Vicki R	Office of Mgmt & Budget	Defensive Driving Small Vehicles	12/5/2007	12/14/2007 8:26	1/3/2008	12/14/2007 8:26

DON'T FORGET

- *To log-in using Login ID not your email address.*
- *To confirm course completion.*
- *To not accidentally assign course to entire department rather than specific division or employees.*
- *To always have an updated Windows Media Player.*